# **O365** St. Clair County Schools

# **Updated October 2019**



Created by Shelley McCoy

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# First of the Year To Do's:

# **MUTE STUDENTS' CONVERSATIONS IN TEAMS**

All classes are ported over from iNow at the beginning of each year, so <u>especially</u> if you DO NOT USE Teams with your classes, you need to mute students' conversations at the beginning of each year.

1. Log into Office 365.

Apps				Install Office apps
💽 Mail 🦰 OneDrive 🕎 Word	X Excel	P PowerPoint	OneNote	SharePoint
🔁 Teams 📭 Class Notebook 💽 Sway	F Forms			
Explore all your apps $ ightarrow$				
Documents			↑ Upload a	and Open 🛛 New 🗸

- 2. Click on/Open Teams.
  - You may access Teams through your Outlook email if it is already open.
  - Click on the little boxes in the top left corner of your screen. A menu will open. You may have to scroll down to Teams. Click on it.



3. Once Teams opens, you should see your classes. You may have to click on <All Teams in the left column to access this view if Teams opens to one specific class.

	Microsoft Teams		Search or type			<b>\$</b>	
<b>Q</b> Activity	Teams					ິ∀ ··· ໃອ້ <sup>*</sup> Join or c	reate team
iii Teams	Your teams						
a Assignments							
E Calendar							
Files	SMS Parent Technology Night	Technology Collaboration	7th Period McCoy Technology (Bailey)	McCoy Technology	Springville Spectacula 2019	r Band Recordings	
	SCCS Tech Contacts				ST		
	Tech Contacts Team	MJHS	ECTC	SHS - Training	SCCHS Training		

- 4. Click on a class to open it.
- 5. Next to the class name are three little dots. Click on them. A menu opens. Select "Manage team."



6. When the main screen changes, click on the bold words, "Members and guests."

ST SCCHS Training …			Private
Members Pending Requests Channels Settings Analytics Apps			
Search for members Q			. ⊖⁺ Add member
• Owners(1) Name	Title	Location	Role
McCoy, Shelley	Tech Integration Specialist		Owner 🗸
Members and guests (38)			

7. Notice the column heading labeled "Mute Students." Check the box here to mute all students for this class. This keeps students from having conversations on their opening pages in Teams. You can undo this feature as needed, or only mute select students.

ST SCCHS Training				Private
Members Pending Requests Channels	Settings Analytics Apps			
Search for members Q				.⊖⁺ Add member
<ul> <li>Owners (1)</li> <li>Name</li> </ul>		Title	Location	Role
McCoy, Shelley		Tech Integration Specialist		Owner 🗸
Members and guests (38)				
Name	Title	Location	Mute students	Role
DB <sub>o</sub> Barnett, Drew	Driver Ed / Pe Teacher			Member 🗸 🗙
BB Bozeman, Bernard	PE Teacher			Member 🗸 🗙
Carpenter, Manley	Science Teacher			Member 🗸 🗙

8. Repeat this process *for each class* in your schedule.

# SET UP TEAMS CLASS NOTEBOOKS

Setting up the class notebooks in Teams at the beginning of the year once your new classes have been ported will help you when you decide to use Teams for students to access work digitally/online.

- 1. From the Office 365 Homepage, open Teams.
- 2. Select the class you want to set up, then click on Class Notebook.



*3.* Under the purple notebook, click the blue button that says, "Set up a OneNote Class Notebook." Then, on the page that opens, click "Next."



- 4. The following page will have four sections/folders already named. It is easier to add to these sections/folders later than it is to delete them. Changing the names to each nine weeks works much better when pushing out assignments and digital work to students. To delete or change the names, follow the directions below.
  - Click the x beside the suggested sections to delete each one.

Search or type a command	
26 members in this team are muted. <u>Manac</u>	ge
HmroomGr6-12-Period Homeroom-Mccoy > Generation	al
Conversations Files Class Notebook Assignments +	
What should be inside each student's private space? These evidons will be created in every student's private notebook. Here are a few suggestions: Handouts Class Notes Homework Quizzes * And section	
<ul> <li>Click + Add Section</li> <li>Type "1<sup>st</sup> Nine Weeks"</li> <li>Repeat this for all four nine weeks.</li> <li>When you are finished, click "Create" at the bottom right of the wine</li> </ul>	dow.
Search or type a command	
26 members in this team are muted. <u>Manage</u>	
Goversations Files Class Notebook Assignments +	Priv
What should be inside each student's private space?         These sections will be evented in every student's private notebook. Here are a few suggestions:         1st Nine Weeks         2nd Nine Weeks         3rd Nine Weeks         4th Nine Weeks         *         • Add section	



You are all set up for the beginning of the year! See additional sections for help with individual programs or tools in O365.

# **OneDrive (Online Flash Drive)**

# ACCESSING ONEDRIVE:

From the Office 365 home page or corner waffle, click on OneDrive—the little cloud.



### **AUTOMATICALLY SAVED FILES**

• Any time you open a Word, PowerPoint, or Excel file from the Office 365 home page, the file is automatically saved to your OneDrive.

# **UPLOADING FILES INTO ONEDRIVE**

• Once OneDrive is open, click on the Upload button at the top of the page.

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2	Search everything	+ Nev	~ ~(	↑ Upload ~	Flow 🖂 🔒 Sync							-
McC	oy, Shelley											
	Files	Files										
5	Recent		ľ	Name $\checkmark$		Modif	ed $\sim$	Modified $ \smallsetminus $	File Size $\smallsetminus$	Sharing	Activity	
° R	Shared			2018-2019 Technolog	gy Class	August	21, 2018	McCoy, Shelley		Private		
0	Necycle bin			Class Notebooks		April 29		SharePoint App		Private		

- Select either File or Folder to upload, then select the file/folder's location on your computer. Once the file/folder is selected, click Choose.
- The file/folder will upload. When it is done, you will see the file/folder with three small blue marks on the left of the title.

Private

### SHARING FILES FROM ONEDRIVE

- Any files that you have saved in OneDrive can be easily shared. If the person(s) you are sharing with are part of your organization, it will send the person(s) an email for direct access but will also be stored in his or her OneDrive in the Shared section.
  - 1. Locate the three dots to the RIGHT of the file name and click on them.



2. A box will pop up. Select Share at the top of the box.



- 3. Another box will pop up where you can type in the last name, first name of the person you are wanting to share the file with.
- 4. You can also change the types of access the person has to this file by clicking on "People in SCCBOE with the link can view."
- 5. If you want to allow access for others to edit the document or presentation, be sure to click the "Allow editing" box before sending. Click Apply.

\*\*This is especially important for students to know if they are working on a PPT together.\*\*

Send Link ··· × 2018-2019 Tecss (5 items)	Link settings × 2018-2019 Tecss (5 items)
People in SCCBOE with the link can view >	Who would you like this link to work for?
Enter a name or email address	People in SCCBOE with the link <
Add a message (optional)	People with existing access
Send	R Specific people
	Other settings
P) 07	Allow editing
Copy Link Outlook	Apply Cancel

• If someone shares a file with you, and you wish to find it in OneDrive, click on the Shared section on the left side of the OneDrive screen. Files that have been shared with you will show in the main section.



## **DELETING FILES FROM ONEDRIVE**

- This is especially helpful for students who open multiple Word or PowerPoint files, • since each one is automatically saved in OneDrive!
- When you need to delete a file from OneDrive, hover over the blank section just to the left of the file names. A circle will appear. Click on the circle to select the file(s) you want to delete.

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$\mathcal{P}$ Search everything	$+$ New $\checkmark$ $\overline{\uparrow}$ Upload $\checkmark$ ${}_{\mathrm{p}}{}^{\mathrm{p}}$ Flow	∨ 🔁 Sync				≡ (
McCoy, Shelley						
🖆 Files	Files					
C Recent	$ightarrow$ Name $\sim$		Modified $\smallsetminus$	Modified $ arsigma $ File Size $ arsigma $	Sharing A	ctivity
Recycle bin	2018-2019 Technology Cl	ass 🖻 :	August 21, 2018	McCoy, Shelley	Private	
Shared libraries	Class Notebooks		April 29	SharePoint App	Private	

Once the file 📕 selected, go to the menu at the top of the page that automatically • changes when a file is selected. Click Delete.

::: OneDrive	(MATTALAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA			A A	🕸 ? MS
✓ Search everything	🖻 Share 🐵 Copy link 🞍 Download	🗓 Delete 🖻 Move to 🗋	Copy to 🖉 Rename		1 selected $\times$ (i)
McCoy, Shelley					
🖆 Files	Files				
🕚 Recent	$ ho$ Name $\sim$	Modified $\smallsetminus$	Modified $  \lor $ File Size $  \lor $	Sharing Activ	ity
$g^{Q}$ Shared	2018-2019 Technology Class	August 21, 2018	McCoy, Shelley	Private	
Shared libraries	Class Notebooks	April 29	SharePoint App	Private	
CREATED BY SHEL					9

# **Using Word/PowerPoint/Excel**

### **NAMING THE FILE:**

When opening Word/PPT/Excel in O365, the file is automatically saved in OneDrive as Document 1/Presentation 1/Book 1. As you type and create, your work is also automatically saved. The first thing students will need to do is name the file so that they can find it later. This process is the same in all three programs.

\*Side Note—Students will often open multiple files just to see what happens, so they will need to be taught how to delete those files in OneDrive, or they will have tons of files named Document 1, Document 2, Document 3, etc. ③ See page 7-8.

1. Name the file by clicking on the title at the top of the window, then type the name desired. Once you click back on the paper section, the name will be saved and automatically changed in OneDrive.



	Word   McCoy, Shelley > Documents	Springville Spectacular	Simplified Ribbon KcCoy, Shelley
File	Home Insert Layout References Review View	Open in W	🖻 Share 🛛 🖓 Comments
9~	$ \begin{array}{c c} & & \\ \hline \\ \hline$	<u> </u>	$\equiv$ $\equiv$ $\equiv$ $\cdots$ $\swarrow$ $\checkmark$ $\checkmark$ Find $\checkmark$

	Word	McCoy, Shelley > Documents	Springville Spectacular - Saved	Simplified Ribbon McCoy, Shelley
File	Home	Insert Layout References Rev	iew View Open in Woo 🖓 Tell me what you want to do	🖻 Share 🛛 🖵 Comments
9~	Ê ~ 🚿	Calibri (Body) V 11 V A A	B I U ∠ ~ ▲ ↔ …   ⋮ = ~ ⋮ = ~ ↔ ↔ ≡ ∋ ≡	$\equiv \equiv \equiv \cdots \mid \not P$ Find $\sim$

#### **CREATED BY SHELLEY MCCOY**

## FINDING AND REOPENING THE FILE:

There are different ways to access created files. Students usually try the fastest route (which sometimes does not work right.). **If the fast route does not work, they will need to open their file(s) from OneDrive. See page 6.** 

#### Fastest Route:

• From the O365 homepage, scroll down to see the most recent files you have created or accessed.

Office 365			AAL.	🔎 Search							
	Apps									Insta	Il Office $  imes $
			w	x		N	4	ų	N	S	F
	Outlook	OneDrive	Word	Excel	PowerPoint	OneNot	e SharePoint	Teams	Class Notebook	Sway	Forms
	Explore all your	ightarrow apps $ ightarrow$									
	Document	ts							→ Upload	and open	New $\vee$
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	a			6th c	Grade AEC Vriting		O365 Springville Middle	school		X	
	Springville Spring	pectacular repoint.com		AEC Writing in sccboe-my.sharepo	6th Grade		O365 Springville Mi sccboe-my.sharepoint.co	ddle School	8th Gra sccboe-r	de T-Shirt Orders	
	Recent Pinn	ned Shared w	vith me D	liscover							=~
	Name .					Las	opened by you	Sharing	Activity		
	Springv McCoy, S	ville Spectacular Shelley's OneDrive fo	r Business » :	» Documents		18n	i ago	Only you			
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• Simply click on the file to open it.

# TURNING IN A WORD/PPT/EXCEL FILE:

• Students can always SHARE a document/presentation/book file with you, but you will receive an email for each one, and they are not in any order. The best way for students to share files are through Assignments. • In order for students to "Turn In" a document/presentation/book file through Assignments, the teacher must first create an assignment in Teams. Go to Page 12 for directions on how to create an assignment.

# The following are STUDENT DIRECTIONS <u>once the teacher has created an</u> <u>assignment in Teams:</u>

- 1. Log into Office 365
- 2. Click on the Teams app
- 3. Choose the correct class
- 4. Click "Assignment"
- 5. Once the page loads, find your assignment.
- 6. Click on the box with the assignment name on it.
- 7. At the bottom of the assignment page that opens is a blue title "My Work" <u>Click</u> <u>on the +Add underneath it.</u>
- 8. A new box will open. Wait for the files to load.
- 9. Find your file in OneDrive or upload from your device (left bottom of the box).
- Click on your file. This will upload it into the assignment and return you back to the assignment page. **IMPORTANT:** You should see a blue line zip across the bottom of your file name. Once it has gone all the way across and disappeared, your file has loaded completely.
- 11. Check that your file is showing.
- *12. At the top right of the assignment page, there is a blue rectangle that says, "Turn in".* Click it. Your assignment has been turned in.

# **Teams (Online Classroom)**

Teams is an online classroom where students can pick up and turn in assignments or type in a class notebook that the teacher can see and can also type in if needed

## **CREATING AN ASSIGNMENT IN TEAMS:**

- 1. Once Teams opens, select the class you are creating the assignment for. (You will have the option to post to several classes when you create the assignment.)
- 2. Within the Teams menu, click on Assignment.
- 3. Click the "Create" button.



4. Select "Assignment".



5. A new window will open to fill in the needed information for your assignment.

SCCHS Training > General ···							
onversations Files Class Notebook Assignments +		⊾ <sup>≈</sup> O					
New assignment	Saved: Oct 1, 8:48 PM Discard Save	Assign					
Title							
Getting to Know You							
Add category Instructions							
Click on the file to open the document and complete the work. wh	Click on the file to open the document and complete the work. when you are done, return to this screen and click the Turn In button in the top right corner.,						
C Add resources Upload files f	or students to view or work in or post a link.						
Points							
10							
Add rubric							
Assign to							
SCCHS Training	리 All students	0+					
Date due	Time due						
Wed, Oct 2, 2019	11:59 PM	0					
Assignment will post immediately with late turn-ins allowed. Edit <b>To set a specific date and time for the assignment</b> to post, click Edit.							

6. Once you have filled in the needed items. Click "Assign" in the top right corner.

# The following are STUDENT DIRECTIONS once the teacher has created an assignment in Teams:

- Log into Office 365
- Click on the Teams app
- Choose the correct class
- Click "Assignment"
- Once the page loads, find your assignment.
- Click on the box with the assignment name on it.
- At the bottom of the assignment page that opens is a blue title "My Work" <u>Click</u> <u>on the +Add underneath it.</u>
- A new box will open. Wait for the files to load.
- Find your file (Example: Alyss's Journey)
- Click on your file. This will upload it into the assignment and return you back to the assignment page. **IMPORTANT:** You should see a blue line zip across the bottom of your file name. Once it has gone all the way across and disappeared, your file has loaded completely.
- Check that your file is showing.
- At the top right of the assignment page, there is a blue rectangle that says, "Turn in". Click it. Your assignment has been turned in.

## **CREATING & DISTRIBUTING WORK IN CLASS NOTEBOOK:**

**IMPORTANT:** Refer to the bottom of page 3 of this document to set up your Class Notebook folders for your classes if you have not yet done this.

1. Once Teams has opened, select a class and click on Class Notebook in the Teams menu.



2. Once Class Notebook opens, click on the arrow next to "Welcome to Class Notebook" to access the folders. (Students will need to do this to access the folders you have created for each one.)



3. The teacher will see all students in the class, but students will only see their name.



- 4. To create and distribute a page to student folders, <u>a page must be created in</u> <u>the Content Library</u>. In the Content Library, students can see the pages, but cannot edit them. The teacher must distribute the page(s) out to the student folders in order for them to type in them.
- 5. To create a page in the Content Library, right click on the tab "Content Library", then click + Section at the bottom of that same column. Type in the name of the section.

8 Technology Education-Period 1-Mccoy > General ···							
Conversations Files <u>Class Notebook</u> Assignments +							
N OneNote Online		- Saved		Д.			
File Home Insert	File Home Insert Draw View Help Class Notebook Open in OneNote						
📔 Distribute Page 🗸 📑	Distribute New Section	🗋 Review Student Work 📑 Manage Notebooks 🌣 Connections ~ 🧐 Professional Development ~ …					
8 Technology Education	-Period 1-Mccoy Notebook 🔎						
Welcome	Untitled Page	Monday, May 27, 2019 6:11 PM					
> _Collaboration Space							
✓ _Content Library							
Practice							
Using the Content Li							
TypingClub Progress							

- 6. On the line above the date, type in the name of that page of work. Then create the content of the page under the date.
- 7. Once you have completed the page, you can distribute the page by clicking on "Class Notebook" under the purple bar. (See below)
- 8. Click on "Distribute Page" and select where you wish to push out the page.
  - If you click "Distribute Page", the page will be sent to this class only.
  - If you click "Cross Notebook Distribution", you can send this page to students in several different classes.

8 Technology Education-Period 1-Mccoy > General …					
Conversations Files Class Notebook Assignments +		⊾" Õ Ľ			
	- Saved	0			
File Insert Draw View Help Class Notebook Open in OneNote					
Distribute Page ~ Distribute New Section ····	🗋 Review Student Work 📄 Manage Notebooks 🗱 Connections ~ 9 Professional Development ~ …				
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Cross Notebook Distribution led Page	Monday, May 27, 2019 6:11 PM				
File       Insert       Draw       View       Help         Distribute Page       Distribute New Section          Distribute Page       Cross Notebook          Cross Notebook Distribution       Hed Page	- Saved Class Notebook Open in OneNote     Review Student Work Manage Notebooks Connections      Professional Development      ····	Д Д			

- 9. For students to access their work, they will need follow these steps:
  - Log into O365
  - Go to Teams
  - Select your class
  - Click on Class Notebook
  - Click on the little arrow next to the title to access the menu
  - Click on student name

- Click on needed folder (1<sup>st</sup> Nine Weeks, 2<sup>nd</sup> Nine Weeks, etc.)
- Click on needed page that was pushed out to students.

Example of what students see:



#### TIPS TO KNOW:

- As students work in Class Notebook, you can see individual student work, but they can only see their own work and anything you type on the page.
- Students do not "turn in" work done in the Class Notebook since it is automatically accessible.
- ANYTNING YOU HAVE CREATED/TYPED IN THE PAGES CAN BE DELETED BY STUDENTS. (But it is fixable. . .) You will need to teach them the magic of the "UNDO" button in the Home menu. In moments of panic, students will remind each other, "GO HOME AND UNDO!" Just remind them to not wait. Go Home and undo immediately when something disappears.
- If a student accidentally (or on purpose) deletes a whole page, the teacher can go into the Content Library and copy (Ctrl C) the needed page and paste it (Ctrl V) into the individual student's folder. (But the student may have to redo the work!)

### **REVIEWING STUDENT WORK IN CLASS NOTEBOOK:**

As students are working or once they have finished work, you can easily access their work.

- 1. Click on Class Notebook under the purple bar.
- 2. Then click on the little three dots on the far right of the menu.
- 3. Select "Review Student Work"



4. Select the Nine Weeks folder where you distributed the assignment and click Next.

Practice > General ···					
Conversations Files Class Notebook Assignments Wiki Wiki +					
N E OneNote Practice Notebook - Saved					
File       Home       Insert       Draw       View       Help       Audio       Class Notebook       Op         Image: Distribute Page        Image: Distribute New Section        Image: Copy to Content Library       Image: Mage: Copy to Content Library       Image: Copy	nage Notebooks & Connections ~ · · · · · · · · · · · · · · · · · ·				
<ul> <li>4. When you are done, Click the stop button and the file will finalize and save to this p</li> <li>5. Name the file underneath by typing the name of the file.</li> <li>6. You can listen to the file by clicking on the file itself then clicking the play button the clicking on the word Play in the menu under Draw.</li> <li>7. To delete the file, click on it and hit delete on the keyboard.</li> <li>Audio</li> <li>Recording</li> <li>Practice recording by Mrs. McCoy</li> </ul>	4th Nine Weeks       Next				

5. Select the Page to review and click Next.

P Practice > General ···							
Conversations Files Class Notebook Assignments Wiki Wiki +							
N A OneNote Practice Notebook - Saved							
File       Home       Insert       Draw       View       Help       Audio       Class Notebook       Open in browser ∨							
Spanish Conversations	Class Notebook						
Monday, November 04, 2019 10:28 AM	← Select a page to review.						
Directions for students:       .         1. Click on Insert under the purple bar above.       .         2. Click on Audio to start recording your Spanish conversation. You may be asked to allow the program to access the microphone – click Allow.       .         3. The file will auto create and immediately start recording.       .         4. When you are done, Click the stop button and the file will finalize and save to this page.       .         5. Name the file underneath by typing the name of the file.       .         6. You can listen to the file by clicking on the file itself then clicking the play button that shows up or clicking on the sword Play in the menu under Draw.       .         7. To delete the file, click on it and hit delete on the keyboard.       .         More pages ✓       .							

- 6. Select the student's name to view the work on the assigned page.
  - You can type on the student's page if desired. It is suggested to use a different color/style of font.
  - You have options to lock the page so that no additional changes can be made by the student.

Practice > General ···					
Conversations Files <u>Class Notebook</u> Assignments Wiki Wiki +	¢ C r				
N OneNote Practice Notebook - Saved					
File Home Insert Draw View Help Audio Class Notebook O	pen in browser ~ anage Notebooks 〈중〉 Connections ~ ····				
> Spanish Conversations	Class Notebook				
Monday, November 04, 2019 10:28 AM	<ul> <li>Select a student to review their work.</li> </ul>				
Directions for students:					
<ol> <li>Click on Insert under the purple bar above.</li> <li>Click on Audio to start recording your Spanish</li> </ol>	Brandy, Hyatt,				
conversation. You may be asked to allow the program to access the microphone – click Allow.	Rick, Rogers,				
<ol> <li>The file will auto create and immediately start recording.</li> <li>When you are done. Click the stop button and the file will</li> </ol>					
finalize and save to this page.					
<ul> <li>6. You can listen to the file by clicking on the file itself then clicking the play button that shows up or clicking on the word Play in the menu under Draw</li> </ul>					
<ul> <li>7. To delete the file, click on it and hit delete on the keyboard.</li> </ul>					

#### Feel free to contact me when you need help or have questions!

#### shelley.mccoy@sccboe.org